

TRANSMITTAL SLIP		DATE
TO: 0/DBA <i>DDAO</i>		<i>13 DEC 1963</i>
ROOM NO.	BUILDING	
REMARKS: <p style="text-align: center;"><i>ADDRESS RECRUITERS MONDAY, 18 DEC A 1700.</i></p> <p style="text-align: center;">Conference Agenda</p> <p style="text-align: center;"><i>file</i></p>		
FROM: 		OD/OP
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT

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Proposed Agenda
Recruiters Conference

Sunday, 11 December

1600-1930

Reception and Buffet

200-2130

Opening Remarks by D/OP

Monday, 12 December

0700-0815

Breakfast

0830-1030

Discussion - [] Moderator

STAT

- Reorganization
- What is the role of the recruiter?
- Relationship between area division and recruiters
- Aids to recruiters:
 - fliers
 - resume books
- Coordination of visits of Headquarters personnel

1045-1200

CT Discussion

STAT

1200-1300

Lunch

1300-1430

[] - PATB

STAT

1500-1600

Career Fair []

STAT

- Did it work?

1600-1700

Recruiters with Division Chiefs

1700-1745

Happy Hour with DDA (Mr. Fitzwater)

1745-1830

Dinner

1900-2100

Discussion with DDA

Tuesday, 13 December

0700-0815	Breakfast	
0830-0930	EEO - []	STAT
	-- How does EEO relate to recruitment mission?	
0930-0945	Coffee Break	
0945-1100	[]	STAT
1115-1200	Advertising - [] Moderator/ []	STAT STAT
1200-1300	Lunch	
1300-1400	Return to Headquarters	
1400-1445	Meet Division Personnel and Walk-Thru	
1500-1600	Meet with OP/OL and OP/OF - D/OP Conference Room	

Wednesday, 14 December

0845	Meet at Hotel	
0930-1030	Meet with DCI	
1030	Director of Security	
1100-1200	Tour of [] Ad Agency	STAT